

Summary of WIA Title I Policy
(Issued since June 30, 2000)

Youth Program

The following policies apply to the youth program:

1. Memorandum Policy Number -00-02
2. Memorandum Policy Number 00-02 Change 1
3. Memorandum Policy Number 00-07
4. Memorandum Policy Number 01-16
5. Memorandum Policy Number 02-19
6. Memorandum Policy Number 02-20
7. Memorandum Policy Number 03-25

Policy 00-02: Requires basic skills as a first activity for all youth except for those who have met the required level of 8.0 in reading and math. Additionally, it prohibits LWIAs from providing other WIA Title I services to youth who are deficient in reading and math except support services until the deficiency is corrected.

Policy 00-02: Change-1: Changes policy 00-02 and allows youth to be concurrently enrolled in any of the WIA Title I services while being enrolled in basic skill activities.

Policy 00-07: Outlines the eligibility criteria for in school and out-of school youth and requires that 50% of the youth population being served have deficiencies in basic skills.

Policy 01-16: Provides guidelines on how to calculate the Lower Living Standard Income Levels (LLSIL) for “low income individuals” residing in Metro and Non Metro areas.

Policy 02-19: Provides guidance on how to determine in school/out-of-school youth for the purpose of meeting the 30% expenditure federal requirement on out-of-school youth.

Policy 02-20: Provides guidelines on how to calculate the new Lower Living Standard Income Levels (LLSIL) for “low income individuals” residing in Metro and Non Metro areas for Program Year beginning June 30, 2002.

Policy 03-25: Provides guidelines on how to calculate the new Lower Living Standard Income Levels (LLSIL) for “low income individuals” residing in Metro and Non Metro areas for the Program Year beginning June 30, 2003.

Adult Program

The following policies apply to the adult program:

1. Memorandum Policy Number 00-10
2. Memorandum Policy Number 00-11
3. Memorandum Policy Number 01-16
4. Memorandum Policy Number 02-20
5. Memorandum Policy Number 02-21
6. Memorandum Policy Number 02-22
7. Memorandum Policy Number 02-21, Change 1
8. Memorandum Policy Number 03-25

Policy 00-10: Allows all adults regardless of residency to be served in any LWIA if they require WIA Title I service.

Policy 00-11: Restricts local boards from developing more restrictive policies that will exclude adults who are not disadvantaged from accessing WIA Title I services.

Policy 01-16: Provides guidelines on how to calculate the Lower Living Standard income Levels (LLSIL) for “low income individuals” residing in Metro and Non Metro areas.

Policy 02-20: Provides guidelines on how to calculate the new Lower Living Standard Income Levels (LLSIL) for “low income individuals” residing in Metro and Non Metro areas for the Program Year beginning June 30, 2002.

Policy 02-21: Provides guidance on how prevocational services may be provided in the career centers as part of the state’s Career Development Program.

Policy 02-22: Provides the procedure an LWIA should follow when requesting state reserve funds to address skills shortages for adults or dislocated workers.

Policy 02-21: Change 1: To add flexibility to the state’s previous definition of prevocational services and provide an exception to the 3 hour rule for prevocational serves that address skills shortage such as these in the health related fields.

Policy 03-25: Provides guidelines on how to calculate the new Lower Living Standard Income Levels (LLSIL) for “low income individuals” residing in Metro and Non Metro areas for the Program Year beginning June 30, 2003.

Dislocated Worker Program

The following policies apply to the dislocated workers program:

1. Memorandum Policy Number 00-01
2. Memorandum Policy Number 00-03
3. Memorandum Policy Number 00-03 Change 1
4. Memorandum Policy Number 00-04
5. Memorandum Policy Number 00-12
6. Memorandum Policy Number 01-15
7. Memorandum Policy Number 02-21
8. Memorandum Policy Number 02-22
9. Memorandum Policy Number 02-22 Change 1

Policy 00-01: Prohibits the issuance of Certificate for Continuing Eligibility (CCEs) at any point of other WIA Title I services except after training or retraining services. It also provides two conditions when issuance is allowed. The two conditions are: The LWIA has depleted or has obligated all of the dislocated worker funds available for the area or the customer has deferred his/her training to arranging training in a facility that meets the need of the customer.

Policy 00-03: Limits relocation assistance to dislocated workers who secure employment outside their commuting area with 95% recovery of their previous wages.

Policy 00-03 Change 1: A change to memorandum 00-03 allowing LWIAs to develop policy providing relocation assistance to dislocated workers who have found employment that is less than 95% of their previous wages. Reasons for developing the policy and the rationale for developing such a policy.

Policy 00-04: Requires LWIAs to use NAFTA/TAA funds or other funding sources before using WIA Title I funds for dislocated workers who are eligible for both funding streams.

Policy 00-12: Requires the need for integrating and coordinating NAFTA/TAA and WIA Title I funding streams when providing services to dislocated workers who are eligible under both funding streams.

Policy 01-15: Requires all Rapid Response coordinators to submit reports on rapid response activities in their area to the Dislocated Worker Unit of the Employment and Training Section after the closure or layoff of a company/business has been confirmed.

Policy 02-21: Provides guidance on how prevocational services may be provided in the career centers as part of the state's Career Development Program.

Policy 02-22: Provides the procedure an LWIA should follow when requesting state reserve funds to address skills shortages for adults or dislocated workers.

Policy 02-21 Change 1: To add flexibility to the state's previous definition of prevocational services and provide an exception to the 3—hour rule for prevocational serves that address skills shortage such as these in the health related fields.

Policy regarding all WIA Title I Services

The following policies apply to all WIA Title I Services:

1. Memorandum Policy Number 00-05
2. Memorandum Policy Number 00-06
3. Memorandum Policy Number 00-08
4. Memorandum Policy Number 00-09
5. Memorandum Policy Number 1-13
6. Memorandum Policy Number 01-14
7. Memorandum Policy Number 01-17
8. Memorandum Policy Number 01-18
9. Memorandum Policy Number 02-20
10. Memorandum policy Number 02-23
11. Memorandum policy Number 03-24

Policy 00-05: Mandate LWIAs to appoint an equal opportunity officer for WIA Title I service.

Policy 00-06: Provides uniform procedure for filing complaints alleging violation and discrimination and Equal Opportunity provisions of Workforce Investment Act.

Policy 00-08: Allows the use of holding adults and dislocated workers for 90 days after the need for training services is determined and the customer is engaged in a training activity.

Policy00-09: Provides interpretation on when performance measures of customer who are provided WIA Title I services begins. The beginning of performance measure for a customer begins when the customer is determined eligible for WIA Title I services and is actually participating in an activity.

Policy 01-13: Provides the procedure a LWIA should follow when requesting State Reserve or National Reserve Funds.

Policy 01-14: Provides definition of Credential for WIA participants.

- Policy 01-17: Provides guidance on how to coordinate WIA Title I program services with Pell Grants.
- Policy-01-18: Provides guidance and establishes a process for businesses and establishments that apply for WIA Title I funds to provide On-the-Job Training services (OJT).
- Policy 02-20: Provides guidelines on how to calculate the new Lower Living Standard Income Levels (LLSIL) for “low income individuals” residing in Metro and Non Metro areas for the Program Year beginning June 30, 2002.
- Policy 02-23: Provides instructions on determining the eligibility and method for calculating incentive awards or sanctions for LWIAs.
- Policy 03-24: Provides instructions on how to streamline follow up services and create a uniform procedure for providing follow-up services across the state.